

## ATTACHMENT AA

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### Minimum Required Duties of Two (2) Recycling Coordinators

**The Recycling Coordinator positions will provide waste reduction and recycling technical assistance to businesses and multi-family properties, support waste characterization projects, and perform quantitative analyses. They will have the experience to understand that successful diversion program implementation requires diplomacy, tact, and perseverance.**

Primary job responsibilities for each of the Recycling Coordinator positions include:

- Spend at least 80% of time in field work (out-of-office) providing outreach to commercial businesses, and/or perform waste or recycling sorting at local facilities.
- Independently schedule and conduct meetings with commercial business representatives to secure participation in increased recycling efforts.
- Train business and multifamily representatives on how to implement diversion of recyclables and Food Scraps, and provide technical assistance in developing logistics and troubleshooting.
- Provide follow-up support to businesses and multi-family complexes, answer questions, and monitor and report diversion program results
- Identify opportunities for businesses to reduce wastes and better manage unwanted discards.
- Have a thorough understanding of AB 341 policy and how it relates to implementation of diversion programs.
- Assist with the writing, production, and overall execution of proposals, recycling plans for businesses and other Customers and reports.
- Conduct quantitative analyses, including development and use of spreadsheets and databases.
- Utilize MS Word, MS Excel, and MS PowerPoint to create and deliver professional and informative reports that satisfy Contract requirements and provide insight into implementation progress.
- Participate in City meetings to develop solutions that advance the City's diversion objectives.
- Perform related support duties as required and directed by City